



Local Enterprise Zone One A Incentives Rules, Regulations and Applications

These regulations were created by the Office of Economic Development for the purpose of assisting property owners, businesses and leaseholders in qualifying for local Enterprise Zone One A incentives, as approved by City Council. These incentives expire December 31, 2023, unless otherwise amended by City Council. Please contact the Enterprise Zone Administrator at (540) 853-5405 or zoneadministrator@roanokeva.gov for more information.

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Façade Grant Program for Enterprise Zone One A

Façade grants are available for qualifying commercial, industrial, and mixed-use commercial (with no more than 80% residential) projects from the Economic Development Authority of the City of Roanoke, Virginia, of one third of qualified renovation or rehabilitation costs, with a maximum of \$25,000. Annually, this program will be appropriated at least \$100,000.

Purpose of the program:

The purpose of this Façade Grant Program is to improve visually Enterprise Zone One A. The grants will encourage investment and improvement of real property within Enterprise Zone One A, decrease vacancy (especially vacancy of first floor retail storefronts), improve the vibrancy of the area, and serve as a valuable tool for revitalizing downtown and other sections of the City. Buildings selected for this grant must be in need of façade renovations.

Definitions:

For the purpose of this program, “façade” refers to the principal face or front of a building or significant historical attachment contributing to the appearance of the building if restored. “Façade renovation” is defined as restoring to a better state by repair.

Application Process:

1. Must complete and sign application form (must be signed by the owner of record) and return to the City of Roanoke’s Office of Economic Development (OED) prior to issuance of a building permit and before beginning work.
2. If a side or the back of the building is being selected for improvement, please give a justification for how the side or back functions as the principal face of the building either by usage or visibility.
3. The Economic Development Authority of the City of Roanoke, Virginia (EDA), at its next regularly scheduled meeting, unless otherwise agreed to by the EDA, will review and approve or disapprove the application, considering also the recommendation of the OED. (Please note the EDA meets on the second Wednesday of every month and applications should be in at least one week prior. Call the Office of Economic Development for the date of the next EDA meeting.)
4. The OED or EDA may require further descriptions of the project before making a final decision on the eligibility of the project for the program, including sketches or other visual aids.

5. A maximum of \$25,000 or one third of the total façade renovation construction cost, whichever is less, per project, may be granted if the project qualifies and funds are available.
6. No soft costs such as architectural, engineering, design, etc., costs will be considered for this grant, and only investment made in the façade is eligible, not in the interior of the building, building systems, roof, or other non-visible (from street level) aspect of the building.
7. Grant funds will be paid, by the EDA, on a reimbursement basis, upon receiving verifiable receipts of construction costs and a photograph of the completed project.
8. The façade renovation must be completed within one year of the date of approval, unless the EDA and City give an extension for such date.
9. Applicants must comply with all other applicable laws, rules and regulations, including a review and approval of plans by the Architectural Review Board, if required.



Façade Grant Application Enterprise Zone One

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the EDA will provide a grant of up to one third of investment in the façade of a building, capped at \$25,000 per grant.

Date: _____

Printed name of legal owner(s): _____

Signature of legal owner(s): _____

Contact telephone numbers: _____

Applicant: _____

Applicant contact phone number: _____

Street address of building: _____

Tax Parcel Number of property upon which the building is located: _____

Description of proposed improvements (attach additional page(s) for information as needed):

Estimated cost of façade improvements: _____

Estimated completion date: _____

I have attached the following:

Photographs of the existing façade

Scaled Drawings

List of materials

I understand I will need to submit the following documents when the project is completed in order to receive the grant: construction contract and/or receipts documenting investment in façade of building, photograph of completed project, and such other documents as the EDA or City may request, such as Certificate of Occupancy or Final Inspection.

I understand the Economic Development Authority must approve this application before work begins on the project or I may not be eligible for this grant.

Please return this application, as well as a photograph of the building façade to be improved, to the Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011. Call (540) 853-5405 for more information.

Date Rec'd: _____ EDA Approval: _____ Completion: _____ Check # & Date: _____ Grant Date: _____



**Partial Real Estate Tax Exemption of Rehabilitated Buildings in
Enterprise Zone One A and Enterprise Zone Two**
(See Roanoke City Code Sections 32-101.1 et. seq.)

A real estate tax exemption may be available for businesses within **Enterprise Zone One A** (EZ One A) and Enterprise Zone Two (EZ Two) for increasing, through substantial rehabilitation or renovation, the assessed value of an existing commercial and industrial building and in the case of EZ One A, mixed-use commercial building (no more than 80% residential). In order to qualify for the exemption, a structure shall meet all of the following criteria:

1. Be no less than 15 years of age and located within Enterprise Zone One A or Enterprise Zone Two.
2. Be rehabilitated or renovated so as to increase the assessed value of the structure by at least \$50,000 or more.
3. Be designed for and suitable for commercial or industrial use, and in the case of EZ One A, for mixed-use commercial, after completion of such rehabilitation or renovation.
4. The structure has not received an exemption under Division 5, Exemption of Certain Rehabilitated Real Property, and, as to Enterprise Zone One A, former Division 5 A, Exemption of Certain Rehabilitated Real Property located in Enterprise Zone One, of Article II, Chapter 32, of the Code of the City of Roanoke.
5. The rehabilitation or renovation must be completed within two years after the date of the filing of the application for exemption in EZ One A. The rehabilitation or renovation must be completed within one year after the date of the filing of the application for exemption in EZ Two.
6. Applicants must obtain all applicable building permits for the work to be done.
7. All work must be done in accordance with all applicable laws, rules, and regulations.

The types of substantial rehabilitation or renovation improvements considered as increasing the assessed value are limited to those made to the actual qualifying structure only. Other improvements, fees or costs will not be considered.

Any new additions to the qualified structure of any additional square footage over the pre-rehabilitated square footage will not be considered as increasing the assessed value of this qualifying structure or eligible for or considered for the tax exemption since the purpose of this incentive is to encourage rehabilitation or renovation of existing structures. The exemption provided shall not apply when

any existing structure is demolished or razed and a replacement structure is constructed.

The amount of the exemption from real property taxation shall be an amount equal to the difference in the appraised value of the structure immediately before rehabilitation or renovation and immediately after rehabilitation or renovation, as determined by the Director of Real Estate Valuation. This amount only, on a fixed basis, shall constitute the exemption, notwithstanding subsequent assessment or reassessment. The exemption shall commence July 1 of the tax year following completion of renovation and approval of the application. The exemption shall run with the real estate for a period of seven years in EZ One A and five years in EZ Two. Only one exemption under this division may be applicable to any qualifying structure during the life of the qualifying structure. The maximum tax exemption for any qualifying structure over the seven-year period in EZ One A is \$100,000, and \$75,000 over the five-year period in EZ Two. Upon transfer of ownership of the rehabilitated building, the tax exemption remains with the building for the duration of the eligibility period.

Application, which is made to the Director of Real Estate Valuation, with a copy to the Office of Economic Development, must include:

1. Completed Partial Tax Exemption Application form (see next page).
2. \$50.00 processing fee.
3. Such other information as may be requested by the Director of Real Estate Valuation.

At this point, an appraiser from the Office of Real Estate Valuation will arrange with the owner for an “on-site” appraisal of the building prior to any rehabilitation or renovation work. When the rehabilitation or renovation work is completed, the owner should arrange with the Office of Real Estate Valuation for an “on-site” appraisal of the building in its completed condition within 30 days of completion. The Director of Real Estate Valuation will review information, and upon approval authorize an exemption for qualifying projects. For qualified projects, the tax exemption begins on July 1 of the tax year following completion of the rehabilitation or renovation and approval of the application.



**Application Partial Real Estate Tax Exemption of Rehabilitated Buildings in
Enterprise Zone One A and Enterprise Zone Two**

To: Director of Real Estate Valuation

I hereby request partial exemption from real estate taxes on the following building to be rehabilitated or renovated, pursuant to Roanoke City Code Sections 32-101.1 et. seq.

Further, I certify the information contained in this application is to the best of my knowledge both correct and true. Given under my hand this _____day of 20____ .

Printed name of owner(s): _____

Signature of owner(s): _____

Contact telephone numbers: _____

Non-refundable Processing fee: \$50.00

Make checks payable to: "City of Roanoke, Treasurer"

SHADED BOXES FOR INTERNAL OFFICE USE ONLY

Application No/Date	Completion Deadline	Tax Map Number

Owner's Legal Name(s): _____

Mailing Address: _____

Phone number(s) 8 a.m. – 5 p.m.: _____Home: _____Other: _____

Property Address: _____

Property type: Commercial__ Industrial__ Mixed-use Commercial__ (no more than 80% residential) (EZ One A only)

Building age (must be at least 15 years of age): _____

Exemption Type: __Enterprise Zone One A — **Seven Years** __Enterprise Zone Two — **Five Years**

Before Date	Appraiser	Land	Building	Total
Comp Date	Appraiser	Land	Building	Total

Owner(s) agree to provide such other information as may be requested by the Director of Real Estate Valuation.

Estimated cost of rehabilitation work: \$ _____

Building permit numbers: _____

Detailed description of work (use additional sheets if necessary): _____

Please return this form and \$50 check made payable to "City of Roanoke, Treasurer" to: Office of Real Estate Valuation, 215 Church Avenue SW, Room 250, with a copy to the Office of Economic Development, 117 Church Avenue. Please call (540) 853-5405 with any questions.

Date Received	Date Copy Sent to Economic Development



Building Permit & Comprehensive Development Plan Review Fees Rebate for Enterprise Zone One A

Refund of development fees (building permit and comprehensive development plan review) may be available for business firms, property owners or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building. Buildings must be located in Enterprise Zone One A, be **for-profit** and commercial, industrial or mixed-use commercial (no more than 80% residential) in nature. The following limitations apply:

Amount Invested	City Rebates
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Application must include:

1. *Complete Building Permit & Comprehensive Development Plan Review Fees Rebate Application* form (see next page).
2. Receipts documenting the total investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent certificate of occupancy.
4. Original receipts documenting paid building permit and comprehensive development review fees.

Rest of page intentionally left blank.



**Building Permit & Comprehensive Development Plan Review Fees Rebate
Application Enterprise Zone One A**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone program, the City will provide up to a 100% rebate of Building Permit fees and Comprehensive Development Plan Review fees based on new building construction investment and/or building rehabilitation investment subject to the following limitations:

Amount Invested	City Rebates
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Based on new construction investment of \$ _____ I do hereby request a _____% rebate of development fees.

Date: _____

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): _____

Signature of applicant: _____

Contact telephone numbers: _____

Street address of building: _____

The following documents are attached, which are required in order to process the application:

___Construction contract and/or receipts documenting construction investment by applicant

___Permanent Certificate of Occupancy

___Receipts documenting payment of building permit and comprehensive development plan review fees

___Such other information as may be requested by the City

Please return this form to: Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011, (540) 853-1213 (fax). Please call (540) 853-5405 with any questions.

Date Received _____

Check#_____



Water, Fire and Sewer Hookup Fees Grants for Enterprise Zone One A

Grants from the Economic Development Authority of the City of Roanoke, Virginia, equal to an amount up to the amount of Water, Fire and Sewer hookup fees may be available for business firms, property owners or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building. Buildings must be located in Enterprise Zone One A, be **for-profit** and commercial, industrial or mixed-use commercial (no more than 80% residential) in nature. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps below:

Amount Invested	Grant Percent
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Water Hookups Capped at

<u>Size</u>	<u>Cap</u>
5/8"	\$ 1,500
3/4"	\$ 1,515
1"	\$ 1,600
1 1/2"	\$ 2,300
2"	\$ 2,500
3"	\$ 3,960
4"	\$12,300
6"	\$14,010
8"	actual cost up to \$20,043
10-12"	actual cost up to \$22,079

Sewer Hookups Capped at

<u>Size</u>	<u>Cap</u>
5/8-6"	\$ 1,500
8"	actual cost up to \$3,750
12"	actual cost up to \$7,500

Fire Hookups Capped at

<u>Size</u>	<u>Cap</u>
4"	\$10,300
6"	\$10,800
8"	\$13,300
10"	\$15,000
12"	actual cost up to \$22,250

Application must include

1. Water, Fire and Sewer Hookup Fees Grant Application form (see next page).
2. A copy of construction contract or receipts sufficient to document the amount of investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent Certificate of Occupancy or final inspection certificate.
4. Original receipt documenting payment of water, fire and sewer hookup fees.
5. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Office of Economic Development of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



Water, Fire & Sewer Hookup Fees Grant Application for Enterprise Zone One A

To: Enterprise Zone Administrator

As a part of the Enterprise Zone program, the EDA may provide a grant equal to an amount up to 100% of water, fire and sewer hookup fees for business firms, property owners or leaseholders authorized to make improvements undertaking new building construction or rehabilitation within Enterprise Zone One A. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps below:

Amount Invested	Grant Percent
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Water Hookups Capped at

<u>Size</u>	<u>Cap</u>
5/8"	\$ 1,500
3/4"	\$ 1,515
1"	\$ 1,600
1 1/2"	\$ 2,300
2"	\$ 2,500
3"	\$ 3,960
4"	\$12,300
6"	\$14,010
8"	actual cost up to \$20,043
10-12"	actual cost up to \$22,079

Sewer Hookups Capped at

<u>Size</u>	<u>Cap</u>
5/8-6"	\$ 1,500
8"	actual cost up to \$3,750
12"	actual cost up to \$7,500

Fire Hookups Capped at

<u>Size</u>	<u>Cap</u>
4"	\$10,300
6"	\$10,800
8"	\$13,300
10"	\$15,000
12"	actual cost up to \$22,250

Based on new construction investment of \$_____ I do hereby request a grant equal to ___% of water, fire and sewer hookup fees.

Date: _____

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): _____

Signature of applicant: _____

Contact telephone numbers: _____

Street address of building: _____

The following documents are attached, which are required in order to process the application:

___Construction contract and/or receipts documenting new construction investment

___Permanent Certificate of Occupancy

___Receipts documenting payment of water, fire, and/or sewer hookup fees

___Such other information as may be requested by the City

Please return this form to: Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011, (540) 853-1213 (fax). Please call (540) 853-5405 with any questions.

Rec'd_____Date to EDA_____Date of Grant_____Check#_____



Fire Suppression Retrofit Grant and Fire Hookup Grant

For business firms, property owners, or leaseholders authorized to make improvements and installing new, first-time fire suppression systems in an existing building, there are annual grants for five years available from the Economic Development Authority of the City of Roanoke, Virginia, to cover a percentage of annual fire charges. The uses for such building for both grants are to be **for-profit** commercial, industrial, or mixed-use commercial (having no more than 80% devoted to residential uses). Annual fire service charge grants shall be in an amount equal to the following percentage of monthly fire service charges paid:

Year One	50% of monthly fire service charge up to \$1,000
Year Two	40% of monthly fire service charge up to \$800
Year Three	30% of monthly fire service charge up to \$600
Year Four	20% of monthly fire service charge up to \$400
Year Five	10% of monthly fire service charge up to \$200

Application for EDA grant reimbursing annual charges

Every 12 months, on or after 45 days after the date listed on the Certificate of Qualification, for five consecutive years, the applicant must provide the following in order to receive the EDA grants:

1. Fire Suppression Retro-Fit Annual Grant Application form (see following pages).
2. Receipts or proof of payment of the monthly fire charges for the previous 12 months.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Office of Economic Development of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



Fire Suppression Retrofit Annual Grant Application Enterprise Zone One A

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the EDA will provide yearly grants equal to the following amounts on monthly charges:

Year One	50% of monthly fire service charge up to \$1,000
Year Two	40% of monthly fire service charge up to \$800
Year Three	30% of monthly fire service charge up to \$600
Year Four	20% of monthly fire service charge up to \$400
Year Five	10% of monthly fire service charge up to \$200

Date: _____

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): _____

Contact telephone numbers: _____

Street address of building: _____

The following documents have been attached:

- ___Receipts or proof of payment of the monthly fire charges for the previous 12 months.
- ___Copy of Original Certificate of Qualification (from the Office of Economic Development when initial application was made)
- ___Such other information as may be requested by the City

I am requesting a grant of \$_____ for the annual fire charges paid during the following year of qualification:

___Year One (50%) ___Year Two (40%) ___Year Three (30%) ___Year Four (20%) ___Year Five (10%)

I certify the information contained in this application is to the best of my knowledge both correct and true.

Signature of Applicant

Date

Please return this form to:

Enterprise Zone Administrator, Office of Economic Development

117 Church Avenue, Roanoke, VA 24011, (540) 853-1213 (fax)

Please call (540) 853-5405 with any questions.

Rec'd _____ Date to EDA _____ Date of Grant _____ Check# _____



Neighborhood and Parks Grant

Neighborhood organizations wishing to promote civic pride within Enterprise Zone One A or in a census tract contiguous to such zone may be eligible for neighborhood mini-grants of \$500 per fiscal year. Grants may be used to improve gateway features, signage or undergo beautification measures. Applicants are required to write a letter to the Enterprise Zone Administrator requesting the funds with a brief description of what the money will be used for, signed for by the president or head of the organization applying, and preferably on appropriate letterhead. The Office of Economic Development reserves the right to refuse a grant if the neighborhood group does not have concrete plans on how the money will be spent, and can require follow-up documentation such as photos. Only neighborhood organizations recognized as official organizations by the City of Roanoke's Department of Housing and Neighborhood Services are eligible for this grant. The annual limit for this incentive is \$2,500.

Neighborhood public park improvement grants are also available to the City of Roanoke's Department of Parks and Recreation for making substantial improvements to neighborhood public parks within Enterprise Zone One A or in a census tract contiguous to such zone. Projects may be developed by the Department of Parks and Recreation or a neighborhood organization, but all projects must meet with the approval of the Department of Parks and Recreation as well as the Office of Economic Development. The City is expected to make an annual expenditure of \$10,000 for this program provided the receipt and approval of appropriate requests.

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Business Security Grant for Enterprise Zone One A

For any business located in Enterprise Zone One A and participating in the City of Roanoke's Police Department's Star City Business Watch program, Security Grants are available for up to \$500 to enact the security measures recommended by the Police Department. (See the next page for an application for the Star City Business Watch program.) Upon completing the program, the police department will provide a Certificate to the business certifying the business has successfully completed a security assessment, and outlining the recommendations made (see following pages.) Provide this Certificate, or a copy of the Police Department's security assessment, with receipts and other documents to the Office of Economic Development documenting the recommended actions were undertaken.

Security Grants are grants through the Economic Development Authority of the City of Roanoke and will cover whichever is less, 50% of the cost of the security enhancements or \$500. Annual limit for this program is no less than \$2,500.

Application must include

1. *Business Security Grant Application* (see following pages).
2. *Certificate of Qualification* from the Police Department (see following pages).
3. Documentation of the expense of security measures taken.
4. Copy of City of Roanoke Business License.
5. Such other information as may be requested by the City

The description of the Star City Business Watch is as follows:

The purpose of the Star City Business Watch is to organize business leaders in targeted business communities by forming a partnership between the City of Roanoke Police Department and the businesses within those communities. The goal of the Star City Business Watch is to create a safer environment for business, employees and consumers and to promote crime prevention strategies for those communities. A list of objectives of the program can be obtained from the City of Roanoke Police Department. Businesses must be licensed to do business in the City of Roanoke.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Office of Economic Development of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



**City of Roanoke Police Department
Star City Business Watch Application**

Date

Business name

Business street address:

City/State

Zip

Business Contact Person

Title

Telephone Number _____ Fax Number _____

Email

Does Business Have An Alarm? ___Yes ___No

If Yes, With What Alarm Company? _____

Would you like any of the following trainings?

___Business Security Assessment

___ Work Place Violence

___Commercial Robbery Training

___Shoplifting Prevention

___Crime Reporting Training

___ Check And Credit Card Fraud

___Office Theft And Security Training

___Personal Safety For Employees

Other Training (Specify): _____

Please return this application to the Roanoke Police Department, 309 Third Street, SW, Roanoke, VA 24011, with a copy to the Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-2132 for more information.

Rec'd: _____ Grant application sent: _____



**Business Security Grant Incentive
Certificate of Qualification**

This certificate certifies this business, _____ ,
located at _____
has participated in the Star City Business Watch Program and is therefore eligible
for the City of Roanoke's Enterprise Zone One A's Business Security Grant
incentive. The business has undergone the following programs and the following
recommendations were made on _____, 20____ :

Certified by: _____Roanoke Police Department, on _____,
20____.

A copy of this certificate is to accompany the Business Security Grant Application.



**Business Security Grant Application for Enterprise
Zone One A**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the City of Roanoke will provide a grant, through the Economic Development Authority, equal to 50%, maximum \$500, to businesses successfully completing the Police Department's Star City Business Watch Program and have enacted security measures recommended by the Police Department as a result of the program have had a financial cost associated with them.

Date: _____

Legal name of business: _____

Contact person: _____

Contact telephone numbers: _____

Street address of business: _____

The following documents have been attached:

___Certificate of Qualification from the Police Department or security assessment provided by the Police

___Documentation of expense of security measures taken

___Copy of City of Roanoke Business License

___Such other information as may be requested by the City

I am requesting a grant of \$_____ to offset the cost of the security measures undertaken at the recommendation of the Roanoke Police Department on _____, 20____.

I certify the information contained in this application is to the best of my knowledge both correct and true.

Signature of Business Owner

Date

Please return this application to the Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011. Call (540) 853-5405 for more information.

Rec'd: _____ Date to EDA: _____ Date of Grant: _____ Check # _____



Job Training Grants for Enterprise Zone One A

Businesses qualifying for job training assistance from the Virginia Department of Business Assistance (DBA) may be eligible for job training grants from the Economic Development Authority of the City of Roanoke. The amount of the grant may be up to or equal to the amount of assistance from the DBA, as determined by the City at the City's sole discretion, but cannot be more than the amount from the state or, combined with the state's grant, cannot exceed the training need. It is the expectation of the City the business will work closely with the Office of Economic Development throughout negotiations with the DBA. Grants are made through the EDA on a reimbursement basis.

Application must include

1. *Job Training Grant Application* form (see next page).
2. Copy of letter from the DBA documenting qualification and estimate of state assistance.
3. Proof of job creation.
4. Documentation of training expenses.
5. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Office of Economic Development of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.

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Job Training Grant Application for Enterprise Zone One A

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the City of Roanoke, through the Economic Development Authority, provides job training grants to businesses qualifying to receive job training assistance from the Commonwealth of Virginia's Department of Business Assistance (DBA). The amount of the grant may be up to or equal to the amount of assistance from the DBA, as determined by the City at the City's sole discretion, but cannot be more than the amount from the state or, combined with the state's grant, cannot exceed the training need.

Date: _____

Legal name of business: _____

Contact telephone numbers: _____

Contact email: _____

Street address of business: _____

Mailing address of business: _____

I have attached the following documents, which are required in order to process my application:

___Copy of letter from the DBA stating the business qualifies for DBA assistance & the amount of the financial assistance.

___Documentation of financial cost of training for the new employees.

___Proof of job creation, as required to qualify for assistance from the DBA.

___Such other information as may be requested by the City.

I understand the amount of grant is at the discretion of the City of Roanoke. I also understand the City of Roanoke or EDA may require receipts or other proof of payment for training provided to new employees.

I certify the information contained in this application is to the best of my knowledge both correct and true. Given under my hand this _____ day of _____, 20__.

Signature of Owner

Date

Please return this form to: Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011, (540) 853-1213 (fax). Please call (540) 853-5405 with any questions.

Rec'd: _____ Date to EDA: _____ Date of Grant: _____ Check #: _____